

Gelisa Lewis

From: Connect
Sent: Friday, November 13, 2015 9:12 AM
To: Connect
Subject: Daily CONNECTION Point: Leave Request for Part of a Day

The CONNECTION Point is a daily communication that will provide you tips on some key points to help you more easily use CONNECT.



If you are taking leave for only part of a day (e.g., coming in late or leaving early), you need to request “Partial Day Absence”. You do this in CONNECT by using the “**Partial Days**” function when submitting an Absence Request.

When completing the Absence Request, first enter the Start Date and selected the Absence Name and Reason; then, select one of the four options from the “Partial Days” drop down list.

Those four options for requesting leave for part of a day are:

- **All Days:** Select this option when your absence spans multiple consecutive days and each day’s absence will only be for part of the day. *Example: You have morning appointments on Monday, Tuesday and Wednesday and will arrive at noon each day.* [Click HERE for that training module.](#)

- **Start Day Only**: If the first day of a multiple day absence will be for part of the day, select “Start Day Only”. You would also use this option for a single day absence that is going to be a partial day. *Example: You are going on vacation for the week and you will be leaving at 1:00PM on Friday; or, you will only be out for the morning on Tuesday because of an appointment. [Click HERE for that training module.](#)*
- **End Day Only**: Use this option when the last day of a multiple day absence is going to be a partial absence. *Example: You will be out all day Monday and the morning of Tuesday, but you will arrive at work at 11:00AM. [Click HERE for that training module.](#)*
- **Start and End Days**: If both the first and last day of your absence will be partial days, use the “Start and End Days” option from the list. *Example: You are leaving early on Friday and coming in mid-day on Monday. [Click HERE for that training module.](#)*

Because there is no way to indicate the specific times that you will be absent on a Partial Day Absence Request, use the “Requestor Comments” box to provide these details (e.g., “Arriving at 11:00AM” or “Departing at 1:00PM”).

Additionally, notice that the title of the field beneath the “Partial Days” drop down menu will change relevant to the type of partial day hours you need to enter.